

13 October 1958

MEMORANDUM FOR: Acting Assistant Director, CR

TERU : Administrative Staff, CR

SUBJECT : Document Division Activity Report for Quarter Ended
30 September 1958.

1. The following reports are attached:
 - A. Documents and Non-CIA Cables Received 1 July - 30 September.
 - B. Statistical Report for quarter ended 30 September 1958.
2. The volume of documents received and processed during the quarter has been about average. Material received was disseminated, indexed and typed within the scheduled limits. During the quarter titles were expanded for over 50% of the documents coded.
3. In September the Cable Section instituted a program of rotation of personnel which has eliminated all overtime during the normal 5-day week. Overtime will be continued on Saturdays to satisfy customer needs.
4. Daily Reports: A contract was signed with Herner and Company in September for the indexing of three issues of the Daily Reports for a trial period of 3 months. Index cards are being received daily and are filed in the Library.
5. IPI Interviews: CODIB has authorized personal interviews for an IPI survey in the intelligence community. Interviews were conducted during September and are continuing in October. A binary type questionnaire is used for these interviews. On completion results will be tabulated and presented to CODIB.
6. Publications in Process:
 - Union List of Intelligence Serial Publications: The first revision of the Union List is in progress with a possible January publication date.
 - Intelligence Subject Code: First draft revision of 2½ chapters completed and approved by ; one chapter completed and under review by . Work is in progress on 2 chapters; 1½ chapters remaining. will return from vacation in October to resume the review. Target date for completion of 1st draft is early 1959.

Chief, Document Division

~~SECRET~~

B-E-C-R-E-T

DOCUMENT DIVISION - OOR
DOCUMENTS AND MOH-CIA CABLES RECEIVED

Quarter ended 30 September 1958

ORICE	BATCH	MATERIAL	INDEX	MATERIAL	DOCUMENTS				TOP SECRET	TOTAL	TOTAL	COPIES	MOH-CIA CABLES	
					DIRECT	STANDARD	DISSE	DISSE		DOCS	COPIES	CABLES	TOTAL	TOTAL
STATE	10,662	9,248	558	1,006	10	21,484	251,524	30,564	429,882	9,898	30,802	31,830	13,998	76,630
OSIA	308	810	558	1,006	10	21,484	251,524	30,564	429,882	9,898	30,802	31,830	13,998	76,630
TOTAL	10,970	10,058	558	1,006	10	21,484	251,524	30,564	429,882	9,898	30,802	31,830	13,998	76,630
ARMY	5,829	3,667	2,209	1,423	63	10,282	73,461	1,870	2,915	1,270	6,055	76,630		
NAVY	2,873	2,209	3,317	1,065	10	21,484	251,524	30,564	429,882	9,898	30,802	31,830	13,998	76,630
TOTAL	17,938	9,193	1,645	1,065	10	21,484	251,524	30,564	429,882	9,898	30,802	31,830	13,998	76,630
CIA:														
OO	3,889	13,758	126	445	66	4,334	171,134	2,915	1,270	6,055	76,630			
DD/P														
CR														
OTHER														
TOTAL	17,773													
MOH-JAC:														
FOREIGN	546	235		322	62	1,165	6,289	35	280					
UICA	15			257		6,054	22,708	4,052	28,364					
DEEC														
5/C SPA														
NRIC	2,066	19	2,710	5,319	2	5,319	110,880	65,601	21,136	4,052	28,364			
TOTAL	2,627	254	10,503	7,833	64	21,261	21,136	4,052	28,364					
GRAND TOTAL *	49,308	19,505	11,061	11,483	794	92,151	1,272,388	41,413	545,054					

* Includes 3617

Modern-M and 1100 Flash

B-E-C-R-E-T

DOCUMENT DIVISION

STATISTICAL REPORT FOR QUARTER ENDING 30 SEPTEMBER 1958

64 Working Days

I. WORK FORCE

			<u>MAN/MONTHS</u>	<u>PERCENT</u>
Employees Gained	-	T/O	113	118.7
		On Duty*	117.7	123.6
Employees Lost	4	Overtime	1.5	1.6
		Transfers (Net)	0.8	0.8
		GROSS AVAILABLE TIME	118.4	124.4
		LESS:		
		Annual Leave	13.4	14.1
		Sick Leave	3.4	3.6
		Other Leave	2.2	2.3
		Training	1.8	1.9
		Special Projects	2.4	2.5
		TIME AVAILABLE	95.2	100.

*Average for July, August, September at 1st of the month.

II. ACTIVITIES

	<u>ITEMS</u>	<u>MANHOURS</u>	<u>PERCENT AVAILABLE TIME</u>
Sort, Batch, Dispatch	91,357	5,090	10.4
Distribute	90,491	5,450	11.2
Type	70,784	5,927	12.2
Disseminate	79,008	6,287	12.9
Code	47,662	9,134	18.7
Index in IPI	1,482	1,450	3.0
Top Secret Control	794	2,397	4.9
Cables	41,413	5,134	10.5
Release	296	1,680	3.5
Administration and Supervision		6,182	12.7
TOTAL		48,737	100.

*Includes 1971 Abstracts

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